



# MEMORANDUM

## Department of Public Works

**To:** Tom Williams, City Manager  
**From:** Nina Hawk, Public Works Director *N. H.*  
**Subject:** Public Works Activity Report – June 2016  
**Date:** August 9, 2016

### Events, Training, and Coordination

- Fluid Cross Contamination 7/14 (Fleet Maint)
- CPR review 7/28 (Fleet Maint)

### Maintenance & Operations Productivity

- Public Works Customer service requests responded to: 124
- Emergency call backs responded to (not included in above total) 0
- Facilities maintenance service requests responded to: 45

### Facilities Maintenance

- Service calls for mechanical/electrical/plumbing repairs 0/0/4
- Facility Set-Ups/Office Furniture 1/0
- Door-Lock Service Calls 0

### Streets/Traffic Maintenance

- Graffiti removal service responses 12
- Street pothole repair responses 20
- Sign repairs & new installations 27
- Street lights maintained/repaired 4577/28
- Traffic signals maintained/repaired 71/28
- Underground electrical power locates 166

### Utility Maintenance

- Pump station repairs (water/storm/sewer) 5/3/3
- Water/storm water samples collected and analyzed 190/0
- Water meters set/replaced/repared 0/1347
- Water line repairs 2
- Fire hydrants serviced/repared/replaced 1/1/1
- Backflow devices tested/repared 0/0
- Sewer line cleaned 39,220 ft
- Storm drain catch basins cleaned/inspected 0/0
- Storm line cleaned 0
- Underground utility locates 67

### Parks and Street Landscaping Contract Maintenance

- Weed control program (seasonal work outside of parks) (David) 200 hrs
- Street trees planted/removed 0/5
- Street trees pruned 12
- Street trees inspected 25
- Street trees stump grinded 0
- Turf mowed 500 acres
- Weed abatement acreage 3 acres

Fleet Maintenance

- Repair Orders Completed 58
- Preventative Maintenance 74
- Units in Service 599